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Information Nevada
ILL Postage Reimbursement

The postage reimbursement is now available for Interlibrary loan to public libraries. The library director or library board need to submit a letter on letterhead indicating the budget is not able to cover all the postage costs related to sending and/or returning items within ILL. Libraries then may request reimbursement for postage expenditures once a quarter. There is a maximum of \$2,000 per library system per year.

The library may submit actual costs in a spreadsheet or table format or the library may calculate the average cost per ILL mailing (this usually takes at least 6 months of records to get a good average). For costs in the last quarter of the fiscal year (ending 6/30) - the request for reimbursement must be submitted by July 20th.